

## **Section 10: Civil Rights**

This section discusses the laws, activities, and forms necessary for civil rights compliance.

- A. The grantee and all contractors on NSP projects must comply with civil rights regulations in the following four areas:
  - 1. Demographics/Project Beneficiaries
  - 2. Fair Housing
  - 3. Contracting Opportunities
  - 4. Employment Opportunities
  
- B. Further considerations for grantees:
  - 1. Grantees and contractors must demonstrate they afford equal employment opportunities to all persons;
  - 2. Grantees must take affirmative steps to ensure that minority groups are informed of grant opportunities;
  - 3. Grantees must demonstrate that their program benefits are not awarded in ways that discriminate; and
  - 4. Grantees must take affirmative steps to promote fair and equal access to housing, regardless of the type of grant.

### **I. APPLICABLE CIVIL RIGHTS LAWS**

- A. The grantee must follow all civil rights laws, executive orders, and regulations applicable to NSP programs. These requirements are set forth in:
  - 1. Title VI of the Civil Rights Act of 1964
  - 2. Title VIII of the Civil Rights Act of 1968, as amended by the Housing Act of 1974
  - 3. Section 109 of the Housing and Community Development Act of 1974, as amended

4. Section 3 of the Housing and Urban Development Act of 1968, as amended through 1994, and implemented by 24 CFR 135
5. Section 503 of the Rehabilitation Act of 1973, as amended
6. Section 504 of the Rehabilitation Act of 1973, as amended
7. Age Discrimination Act of 1975, as amended
8. Executive Order 11063 (1962)
9. Executive Order 11246 (1965), as amended
10. 24 CFR 85, as modified by CFR 570, Subpart J
11. Title I of the Housing and Community Development Act of 1974, as amended
12. Section 519, Public Law 101-144 (1990 HUD Appropriation Act)
13. Cranston-Gonzales National Affordable Housing Act (Sections 906 and 912)
14. Kansas Act Against Discrimination
15. Fair Housing Amendment Act of 1988

A list of civil rights laws, executive orders, and regulations applicable to NSP projects can be found in Appendix B. The grantee must assure that all applicable provisions are included in all contracts over \$10,000.

## **II. AREAS OF COMPLIANCE**

### **A. Demographics/Project Beneficiaries**

The civil rights laws and regulations are designed to protect individuals from discrimination on the basis of race, national origin, religion, color, sex, age, disability, or family status. This applies to the grantee of NSP funds and to all contractors and subcontractors involved. To determine this, demographic data must be maintained on all beneficiaries on the project. For “direct” beneficiary activities, demographic data must be obtained for all applicants for benefits.

1. Direct Beneficiaries

For purposes of the NSP program, the term “direct beneficiary” is defined as person(s) and/or household(s) receiving a direct service (benefit) for which the beneficiary is required to either (a) complete a personal record form or (b) submit an application for the purpose of demonstrating eligibility under a particular criteria (such as income limit) in order to receive the benefit of that project activity. Grantees are required to obtain demographic data on all applicants for direct benefit, whether or not the benefit is ultimately provided.

Examples of direct beneficiaries are housing rehabilitation, service lines and hookup for a household into a municipal water or sewer system.

2. Indirect Beneficiaries

“Indirect (area) beneficiaries” represent those individuals and households receiving a service (benefit) provided to the whole community or a targeted portion of the community and not directly related to specifically-identified households. Examples would be water/sewer lines, street paving, water tower, community building, etc.

Demographic information on direct and indirect beneficiaries is required to be obtained through project close-out, and reported to HUD as part of the state’s annual performance report.

3. The population groups specifically protected by the provisions of the civil rights laws include:

- a. Hispanic & Non-Hispanic; Black African American; Black African American & White; American Indian or Alaskan Native; Native Hawaiian or Pacific Islander; Asian; Asian & White; American Indian or Alaskan Native & Black African American; American Indian or Alaskan Native & White.
- b. Women, persons with disabilities, and families with children.

- c. Title VI of the Civil Rights Act of 1964 and Section 109 of the Housing and Community Development Act of 1974, requires recipients to administer programs and activities in a manner that assures that no person, on the grounds of race, color, national origin, sex, age, or disability has been excluded from participation in, denied benefits, or otherwise subjected to discrimination. Even in the absence of prior discrimination, a community should take affirmative action to overcome the effects of conditions which would otherwise result in limiting participation by persons of a particular race, color, national origin, sex, age, or disability.

Grantees must complete demographic information on the Civil Rights Demographics Form and return to the CDBG office with close-out. A copy is provided in the close-out section of this manual.

## B. Fair Housing

A major obligation of awarded grantees in all NSP categories is the documentation of activities that affirmatively further fair housing within the communities. One activity must be conducted and documented each calendar year of an open NSP project. If a grantee has more than one open grant, this activity can apply to all grants but must be documented in each separate grant's civil rights files.

To assist grantees in the development of activities, the Notice of Fair Housing/Civil Rights Contact Person Form is to be filled out and returned to the Commerce office. A copy is provided as Appendix E herein. This form should be submitted with the FIRST Quarterly Progress Report.

### 1. Samples of Acceptable Fair Housing Activities

In developing a community plan for furthering fair housing, the following list of possible activities is presented for a grantee to evaluate for possible adoption and implementation. This list is certainly not all inclusive and should only be used as a guide. Each grantee should review and evaluate these activities to determine which ones will be most successful in furthering fair housing among their citizens. **REMEMBER:** one activity must be conducted and documented each year of an open NSP project.

- a. Publicize the fact that the city/county government will assist persons experiencing discrimination in housing. Such assistance can be in the form of facilitating the filing of a complaint with HUD or the Kansas Human Rights Commission. Include addresses of these agencies and the hotline number.
- b. Establish a system and process of providing, as a local service, housing counseling services designed to assist housing outside areas of concentration. Publish this information.

- c. Work with local real estate brokers to formulate housing opportunity educational programs about financing and the housing options available in the community or county for minorities, women, and low income persons.
- d. Work with real estate agencies and banks to end redlining practices and to post “Equal Lending Opportunity” notices/posters. Document this.
- e. In cooperation with local real estate agencies and builders, sponsor fair housing seminars, and campaigns.
- f. Work with minority and women leaders in the area to promote housing development and increase minority and female participation.
- g. Assist local housing developers in developing outreach programs to attract minorities, females, and low-income persons. Document this.
- h. Review zoning ordinances and comprehensive plans to ensure they promote special deconcentration of assisted housing units. Publish the results.
- i. Make city/county owned property located outside areas of concentration available to developers at no or nominal cost for the construction of assisted units, particularly for large family units. Document this.
- j. Prepare, develop and implement an area-wide housing opportunity plan. Document this.
- k. Following the proper planning and evaluation, consider the creation of a city or county housing authority to meet an established need. Document this.
- l. Conduct special studies to ensure the housing needs of minorities, females and persons with disabilities are adequately identified. Publish the results.
- m. After careful study and consideration, adopt a code enforcement ordinance which will compel landlords to keep their units in safe and sanitary condition. Publish this activity.
- n. Obtain a copy of the Kansas Act Against Discrimination from the Kansas Human Rights Commission and the Fair Housing Amendments Act of 1988, adopted both by resolution, and have BOTH available to any interested citizen. Publish this activity.

<<< SPECIAL NOTICE >>>

The Kansas Legislature has not adopted the new laws set forth in the Federal Fair Housing Amendments Act of 1988. Therefore, adopting the Kansas Act Against Discrimination alone will not be a legitimate activity. Only when the Kansas Act is adopted with the Fair Housing Act of 1988, will the activity be considered legitimate.

- o. Develop announcements of the city's/county's commitment and print them on the backs of utility bills, along with information on filing complaints.
- p. Produce flyers and display in grocery stores, the public library and other public places.
- q. Produce a workshop/contest in the schools on fair housing.
- r. Obtain radio spots, or other forms of the media, for public service announcements on fair housing.
- s. Develop the complaint forms and other pertinent information in other languages in the community.
- t. Contact the Kansas Human Rights Commission for a workshop on fair housing.
- u. The Commission also has films, posters, books, etc., to assist in fair housing activities.
- v. Develop and produce a fair housing fair/carnival.
- w. Negotiate with local newspaper to include Housing Discrimination HOTLINE Number (1-800-669-9777 English/Spanish) in the housing section of the newspaper.
- x. Develop a local analysis of impediments to fair housing within your community.
- y. Document steps taken to address an impediment to fair housing identified in the local analysis.

2. The Kansas Human Rights Commission

The Kansas Human Rights Commission is a state agency empowered by law to investigate complaints as well as provide education on discriminatory practices involving race, religion, color, sex, physical or mental disability, national origin, ancestry, age, or family status in areas of employment, public accommodation, and housing. The Commission provides consultants, materials, speakers and films on a variety of civil rights issues. These services may be provided free of charge and will assist recipients in meeting the civil rights obligations of the NSP program.

C. Employment Opportunities

Recipients of NSP funds may not deny the opportunity for employment in any NSP program or activity on the basis of race, color, religion, sex, or national origin. To the maximum extent possible, grantees must also ensure the lower income residents in their community receive any employment or training provided by NSP projects. Information must be collected on the number and percentage by race and gender of the personnel in any department, office, or agency of the unit of local government using NSP funds to employ staff. For example, if NSP funds are used to pay a portion of a bookkeeper's salary in the accounting department of the city, then employment data should be available for that department. Public or private entities performing services under contract to a unit of general government, such as a Council of Governments/Regional Planning Commission (COG/RPC) or engineering firm administering an NSP project, are exempt from the specific requirement to track and report this data to Commerce.

D. Contracting Opportunities

Recipients must ensure nondiscrimination in the solicitation and awarding of contracts, including nondiscriminatory practices in:

- advertising and distribution of solicitations;
- bid specifications and evaluation criteria; and
- award of contracts.

1. Section 3

Section 3 requirements apply to all contracts awarded by the grantee if the NSP award is over \$200,000 and the contract is over \$100,000.

Section 3 of the Housing and Urban Development Act of 1968, as amended, provides that to the greatest extent feasible preference for economic opportunities such as job training and employment that arise through HUD-assisted projects shall be directed toward Section 3 residents. Section 3 residents are defined as low and very low income residents living in the project area. Preference shall be given first to the resident inside the area covered by the project and second to the resident in the non-metropolitan county in which the project is located. Section 3 contracts awarded in connection with NSP projects are defined as contracts to:

- Businesses owned by 51 percent or more Section 3 residents;
- Businesses employing Section 3 residents in full-time positions; and
- Businesses who subcontract with other businesses which provide opportunity to Section 3 residents.

A copy of a “Notice to Citizens. . . Opportunity for Work” is included herein as Appendix D, which can be used for development of Section 3 employment opportunities.

The grantee should, in order to accomplish the above, develop a list of Section 3 businesses and residents to be advised of opportunities for participation in project contracts. The chamber of commerce or similar business association in an area can often provide the names of eligible firms. Regional planning commissions and other administrative agencies may also maintain lists on a regional basis. State agencies which may be able to provide similar information include the Kansas Department of Transportation and the Kansas Department of Administration.

A Reference Guide for required construction contract clauses can be found in the Labor Standards Section, Appendix F. Also, copies of sample bid specifications containing required clauses may be obtained from Commerce program staff.

2. Disadvantaged Business Enterprises (DBE) consisting of Minority-Owned Businesses and Women-Owned Businesses

Recipients are required to make affirmative efforts to hire minorities and women and to maximize opportunities for minority and female-owned firms to secure and/or participate in NSP contracts.

As a further requirement of this NSP program and as stated in Executive Order 12432 of July 14, 1963, all grantees are to conduct procurement of contractors and vendors in a manner that will include and encourage participation of minority and women owned businesses. To adhere to this requirement, grantees should:

- a. Maintain a list of all disadvantaged business enterprise's consisting of minority and women owned businesses and contractors invited to bid on respective projects.
- b. Maintain documentation of bid advertisements published in:
  - (1) A general circulation newspaper
  - (2) Minority newspapers
  - (3) Trade publications
- c. Maintain documentation of all outreach activities made to minority and women owned businesses.

You can access these certified contractors from the KDOT web site [www.ksdot.org/](http://www.ksdot.org/). In Quick Search type in "Office of Civil Rights". You can access the DBE directory at the top, and it lists both construction and non-construction directories.

3. The Americans with Disabilities Act (ADA)

On July 26, 1990, President Bush signed into law The Americans with Disabilities Act, the first comprehensive civil rights law for persons with disabilities.

The Americans with Disabilities Act was passed to ensure the 43 million Americans with disabilities will finally be treated as full-fledged citizens with all rights, privileges, and protections afforded all American citizens.

The ADA is a strong anti-discrimination law enacted to protect persons with disabilities. It also sends a clear message that all individuals are to be provided equal opportunities and privileges. The ADA embodies the American ideals that treasure the contributions individuals can make when free from arbitrary, unjust, or outmoded societal attitudes and practices that prevent the realization of their potential.

- a. Who is a person with a disability?
- (1) An individual is covered by the ADA as a “person with a disability” if that individual meets any of the following conditions:
    - Has a physical or mental impairment;
    - Is substantially limited in major life activity(ies);
    - Is regarded as having an impairment;
    - Has a history of such an impairment;
    - Has an association with a person with a disability.
  - (2) The ADA applies to persons who have disabilities that limit major life activities such as:
    - seeing
    - hearing
    - speaking
    - walking
    - breathing
    - performing manual tasks
    - caring for oneself
    - working
  - (3) An individual with epilepsy, paralysis, a substantial hearing or visual impairment, mental retardation, or a learning disability would be covered. But an individual with a minor, nonchronic condition of short duration, such as a sprain, infection, or broken limb, generally would not be covered.
  - (4) The ADA also prohibits discrimination in regard to a person with a history of a disability such as a history of cancer that is currently in remission, a person with a history of mental illness or a recovered drug or alcohol abuser.
  - (5) The Act protects individuals who are regarded and treated as though they have disabilities, even though they may not have.

For example, the Act would protect a severely disfigured, but otherwise qualified, individual from being denied employment because an employer feared the “negative reactions” of others.

- (6) The ADA protects some persons who may not have a disability. The Act prohibits discrimination based on relationship or association to protect individuals from actions based on the fear or belief that the person's relationship to a person with a disability would affect job performance.

For example, the ADA would protect a person with a spouse who has a disability from being denied employment because of an employer's assumption the applicant would use excessive vacation or sick leave to care for the spouse.

- (7) The ADA does not require an employer to hire an individual that is not qualified for the position, regardless of disability status.

- b. Who is a "qualified individual with a disability?"

A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position and who can perform the essential functions of the position with or without reasonable accommodation.

If the individual is qualified to perform essential job functions, except for limitations caused by a disability, the employer must consider whether the individual could perform these functions with a reasonable accommodation.

### **III. POLICY ADOPTED TO HANDLE COMPLAINTS OF DISCRIMINATION**

Citizen complaint procedures are an integral part of civil rights activities. Every grantee must establish a set of procedures for handling complaints of discrimination. These procedures, complaint forms, and other pertinent information should be contained within a file for public access.

Copies of all civil rights complaints received by this office will be retained in the grantee file.

Civil rights complaints received by the Kansas Small Cities Community Development Block Grant and NSP programs will be those complaints alleging violation of one or more of the following statutes:

- Title VI, Civil Rights
- Section 109, Housing and Community Development Act of 1974
- Section 504, Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Fair Housing Amendments Act of 1988

Each grantee's fair housing/civil rights contact person should:

- Establish procedures for receiving and assisting citizens with complaints.
- Make available HUD 903 forms (OMB No. 63-R 1226), included in this text.
- Submit a copy of each complaint to the Kansas Small Cities program.

All complaints must be submitted to U.S. Department of Housing and Urban Development (HUD).

When a written complaint is sent to the Kansas Small Cities program either directly by a complainant from a NSP funded city or county, their representative, or by the designated intake officer of the aforementioned, the written complaint will be referred to the address in bold type on this page.

Any complaints filed with the Kansas Small Cities program alleging violation of E.O. 11246 (discrimination in employment by construction contractors) will be referred to the address in bold type on this page.

The name(s) of complainant(s) and the name(s) of respondent(s) must not be disclosed to any entity other than HUD.

Fair Housing discrimination complaints may be submitted by phone, by letter and/or a HUD-903 form. All must be submitted to HUD at the address in bold type on this page.

Fair Housing complaints can also be initiated by calling the Housing Discrimination Complaint HOTLINE: 1-800-669-9777.

All housing complaints which have been filed with the Department of Housing and Urban Development (HUD) will be forwarded to the state or local Fair Housing Assistance Program (FHAP) agency for investigation.

**Department of Housing and Urban Development  
Kansas City Regional Office, Region VII  
Office of Fair Housing and Equal Opportunity  
Gateway Tower II – 400 State Avenue  
Kansas City, Kansas 66101**

FHAP agencies for non-entitled areas of Kansas are:

Kansas Human Rights Commission  
Landon State Office Building  
900 S.W. Jackson - 8th Floor, Suite 851S  
Topeka, KS 66612-1258  
(785) 296-3206  
Fax: (785) 296-0589

Branch Offices

130 South Market, 7th Floor  
Wichita, KS 67202  
(316) 337-6270  
Fax: (316) 337-7376

100 Military Plaza, Suite 220  
Dodge City, KS 67801  
(316) 225-4804  
Fax: (316) 225-4986

200 Arco Place, Suite 449  
Independence, KS 67301  
(316) 331-7083  
Fax: (316) 331-7135

Complainants within FHAP areas may request their complaint be investigated by HUD if they so choose.

Each grantee should identify in the complaint procedures some of the areas in which housing discrimination occurs under Title VIII:

1. To refuse to show, rent, lease, sell, or transfer housing.
2. To cause unequal terms, conditions, and privileges of housing.
3. To cause unequal terms, conditions, and privileges in the obtaining and use of financial assistance for the purpose, construction, or maintenance of housing.
4. To segregate and/or separate in the occupancy of housing.
5. To include or honor restrictive covenants which are discriminatory.
6. To advertise any discriminatory preference or limitation in housing.
7. To aid and abet in unfair housing practices.
8. To retaliate against an employee or agent who complies with fair housing practices through such actions as demotion, discharge, or unequal compensation.
9. To refuse to receive and transmit any bona fide offer to buy, rent, sell, or lease housing.
10. To practice blockbusting, red-lining, or steering.

Are You a  
Victim of  
Housing  
Discrimination?

Fair Housing is Your Right!

If you have been denied your housing rights...you may have experienced unlawful discrimination.



U.S. Department of Housing and Urban Development

## WHERE TO MAIL YOUR FORM OR INQUIRE ABOUT YOUR CLAIM

**For Connecticut, Maine, Massachusetts,  
New Hampshire, Rhode Island, and Vermont:  
NEW ENGLAND OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
Thomas P. O'Neill, Jr. Federal Building  
10 Causeway Street, Room 321  
Boston, MA 02222-1092  
Telephone (617) 994-8320 or 1-800-827-5005  
Fax (617) 565-7313 • TTY (617) 565-5453  
E-mail: [Complaints\\_office\\_01@hud.gov](mailto:Complaints_office_01@hud.gov)

**For New Jersey and New York:  
NEW YORK/NEW JERSEY OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
26 Federal Plaza, Room 3532  
New York, NY 10278-0068  
Telephone (212) 264-1290 or 1-800-496-4294  
Fax (212) 264-9829 • TTY (212) 264-0927  
E-mail: [Complaints\\_office\\_02@hud.gov](mailto:Complaints_office_02@hud.gov)

**For Delaware, District of Columbia, Maryland,  
Pennsylvania, Virginia, and West Virginia:  
MID-ATLANTIC OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
The Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107  
Telephone (215) 656-0663 or 1-888-799-2085  
Fax (215) 656-3419 • TTY (215) 656-3450  
E-mail: [Complaints\\_office\\_03@hud.gov](mailto:Complaints_office_03@hud.gov)

**For Alabama, the Caribbean, Florida, Georgia, Kentucky, Missis-  
sippi, North Carolina, South Carolina, and Tennessee:  
SOUTHEAST/CARIBBEAN OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
Five Points Plaza  
40 Marietta Street, 16th Floor  
Atlanta, GA 30303-2808  
Telephone (404) 331-5140 or 1-800-440-8091  
Fax (404) 331-1021 • TTY (404) 730-2654  
E-mail: [Complaints\\_office\\_04@hud.gov](mailto:Complaints_office_04@hud.gov)

**For Illinois, Indiana, Michigan, Minnesota,  
Ohio, and Wisconsin:  
MIDWEST OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
Ralph H. Metcalfe Federal Building  
77 West Jackson Boulevard, Room 2101  
Chicago, IL 60604-3507  
Telephone (312) 353-7776 or 1-800-765-9372  
Fax (312) 886-2837 • TTY (312) 353-7143  
E-mail: [Complaints\\_office\\_05@hud.gov](mailto:Complaints_office_05@hud.gov)

**For Arkansas, Louisiana, New Mexico, Oklahoma, and Texas:  
SOUTHWEST OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
801 North Cherry, 27th Floor  
Fort Worth, TX 76102  
Telephone (817) 978-5900 or 1-888-560-8913  
Fax (817) 978-5876 or 5851 • TTY (817) 978-5595  
E-mail: [Complaints\\_office\\_06@hud.gov](mailto:Complaints_office_06@hud.gov)

**For Iowa, Kansas, Missouri and Nebraska:  
GREAT PLAINS OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
Gateway Tower II  
400 State Avenue, Room 200, 4th Floor  
Kansas City, KS 66101-2406  
Telephone (913) 551-6958 or 1-800-743-5323  
Fax (913) 551-6856 • TTY (913) 551-6972  
E-mail: [Complaints\\_office\\_07@hud.gov](mailto:Complaints_office_07@hud.gov)

**For Colorado, Montana, North Dakota, South Dakota,  
Utah, and Wyoming:  
ROCKY MOUNTAINS OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
1670 Broadway  
Denver, CO 80202-4801  
Telephone (303) 672-5437 or 1-800-877-7353  
Fax (303) 672-5026 • TTY (303) 672-5248  
E-mail: [Complaints\\_office\\_08@hud.gov](mailto:Complaints_office_08@hud.gov)

**For Arizona, California, Hawaii, and Nevada:  
PACIFIC/HAWAII OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
600 Harrison Street, Third Floor  
San Francisco, CA 94107-1300  
Telephone (415) 489-6524 or 1-800-347-3739  
Fax (415) 489-6558 • TTY (415) 436-6594  
E-mail: [Complaints\\_office\\_09@hud.gov](mailto:Complaints_office_09@hud.gov)

**For Alaska, Idaho, Oregon, and Washington:  
NORTHWEST/ALASKA OFFICE**

Fair Housing Hub  
U.S. Dept. of Housing and Urban Development  
Seattle Federal Office Building  
909 First Avenue, Room 205  
Seattle, WA 98104-1000  
Telephone (206) 220-5170 or 1-800-877-0246  
Fax (206) 220-5447 • TTY (206) 220-5185  
E-mail: [Complaints\\_office\\_10@hud.gov](mailto:Complaints_office_10@hud.gov)

***If after contacting the local office nearest you, you still have ques-  
tions – you may contact HUD further at:***

U.S. Dept. of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity  
451 7th Street, S.W., Room 5204  
Washington, DC 20410-2000  
Telephone (202) 708-0836 or 1-800-669-9777  
Fax (202) 708-1425 • TTY 1-800-927-9275

To file electronically, visit: [www.hud.gov](http://www.hud.gov)

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Public Reporting Burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The Department of Housing and Urban Development is authorized to collect this information by Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430); Title VI of the Civil Rights Act of 1964, (P.L. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended, (P.L. 93-112); Section 109 of Title I- Housing and Community Development Act of 1974, as amended, (P.L. 97-35); Americans with Disabilities Act of 1990, (P.L. 101-336); and by the Age Discrimination Act of 1975, as amended, (42 U.S.C. 6103).

The information will be used to investigate and to process housing discrimination complaints. The information may be disclosed to the United States Department of Justice for its use in the filing of pattern and practice suits of housing discrimination or the prosecution of the person(s) who committed that discrimination where violence is involved; and to State or local fair housing agencies that administer substantially equivalent fair housing laws for complaint processing. Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.



# HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano    Oficina de Derecho Equitativo a la Vivienda  
U.S. Department of Housing and Urban Development    Office of Fair Housing and Equal Opportunity

**Instructions:** (Please type or print) Read this form carefully. Try to answer all questions. If you do not know the answer or a question does not apply to you, leave the space blank. You have one year from the date of the alleged discrimination to file a complaint. Your form should be signed and dated.

Your Name		
Your Address		
City	State	Zip Code
Best time to call	Your Daytime Phone No	Evening Phone No

## Who else can we call if we cannot reach you?

Contact's Name	Best Time to call
Daytime Phone No	Evening Phone No
Contact's Name	Best Time to call
Daytime Phone No	Evening Phone No

**1** What happened to you?  
How were you discriminated against?  
For example: were you refused an opportunity to rent or buy housing? Denied a loan? Told that housing was not available when in fact it was? Treated differently from others seeking housing?  
State briefly what happened.

# HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano    Oficina de Derecho Equitativo a la Vivienda  
U.S. Department of Housing and Urban Development    Office of Fair Housing and Equal Opportunity

## 2 Why do you think you are a victim of housing discrimination?

Is it because of your:

· race · color · religion · sex · national origin · familial status (families with children under 18) · disability?

For example: were you denied housing because of your race? Were you denied a mortgage loan because of your religion? Or turned down for an apartment because you have children?

Briefly explain why you think your housing rights were denied and circle the factor(s) listed above that you believe apply.

Who do you believe discriminated against you?

For example: was it a landlord, owner, bank, real estate agent, broker, company, or organization?

Identify who you believe discriminated against you.

Name \_\_\_\_\_

Address \_\_\_\_\_

## 4 Where did the alleged act of discrimination occur?

For example: Was it at a rental unit? Single family home? Public or Assisted Housing? A Mobile Home?

Did it occur at a bank or other lending institution?

Provide the address.

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

## 5 When did the last act of discrimination occur?

Enter the date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Is the alleged discrimination continuing or ongoing?

Yes No \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send this form to HUD or to the fair housing agency nearest you. If you are unable to complete this form, you may call that office directly. See address and telephone listings on back page.



### It is Unlawful to Discriminate in Housing Based on These Factors...

- Race
- Color
- National origin
- Religion
- Sex
- Familial status (families with children under the age of 18, or who are expecting a child)
- Handicap (if you or someone close to you has a disability)

### If You Believe Your Rights Have Been Violated...

- HUD or a State or local fair housing agency is ready to help you file a complaint.
- After your information is received, HUD or a State or local fair housing agency will contact you to discuss the concerns you raise.

Detach here. Fold and close with glue or tape (no staples)

Keep this information for your records.

Date you mailed your information to HUD: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Address to which you sent the information:

Office \_\_\_\_\_ Telephone \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If you have not heard from HUD or a State or local fair housing agency within three weeks from the date you mailed this form, you may call to inquire about the status of your complaint. See address and telephone listings on back page.

## ARE YOU A VICTIM OF HOUSING DISCRIMINATION?

“The American Dream of having a safe and decent place to call ‘home’ reflects our shared belief that in this nation, opportunity and success are within everyone’s reach.

Under our Fair Housing laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice — regardless of their race, color, religion, sex, national origin, family status or disability.”

Alphonso Jackson  
Secretary

## HOW DO YOU RECOGNIZE HOUSING DISCRIMINATION?

Under the Fair Housing Act, it is Against the Law to:

- Refuse to rent to you or sell you housing
- Tell you housing is unavailable when in fact it is available
- Show you apartments or homes only in certain neighborhoods
- Set different terms, conditions, or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Advertise housing to preferred groups of people only
- Refuse to provide you with information regarding mortgage loans, deny you a mortgage loan, or impose different terms or conditions on a mortgage loan
- Deny you property insurance
- Conduct property appraisals in a discriminatory manner
- Refuse to make reasonable accommodations for persons with a disability if the accommodation may be necessary to afford such person a reasonable and equal opportunity to use and enjoy a dwelling.
- Fail to design and construct housing in an accessible manner
- Harass, coerce, intimidate, or interfere with anyone exercising or assisting someone else with his/her fair housing rights

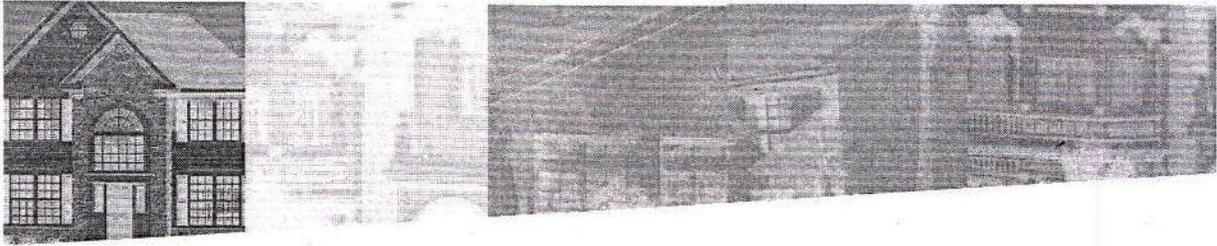
# ¿Ha sido usted víctima de discriminación en la vivienda?

La igualdad de oportunidades en  
la vivienda es su derecho

Si a usted se le ha negado el derecho  
a vivienda, puede haber sido víctima de  
discriminación.



U.S. Department of Housing and Urban Development (HUD)  
Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos



**Es ilegal discriminar en vivienda a raíz de los siguientes factores...**

- Raza
- Color
- Origen nacional
- Religión
- Sexo
- Condición familiar (Familias con menores de 18 años o jóvenes que estén embarazadas)
- Incapacidades (Si usted o algún familiar suyo tiene alguna limitación física o menta)

**Si usted cree que sus derechos han sido violados...**

- El Departamento de Vivienda y Desarrollo Urbano o el organismo local o estatal encargado de la Vivienda Justa están preparados para ayudarle a presentar una querrela.
- Después que se ha recibido su información, el Departamento de Vivienda y Desarrollo Urbano, o el organismo local o estatal encargado de la Vivienda Justa, se comunicarán con usted para conversar acerca de su problema.

Mantenga esta información en sus archivos.

Fecha en que envió su información al Departamento de Vivienda: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dirección a la cual envió la información:

Oficina \_\_\_\_\_ Teléfono \_\_\_\_\_

Calle/Avenida \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Si al pasar tres semanas de la fecha del envío de la querrela, Usted todavía no ha recibido una respuesta del Departamento de Vivienda o del organismo local o estatal encargado de la Vivienda Justa, puede llamar por teléfono a preguntar qué ha pasado con su queja. En la última página podrá ver la lista de direcciones y teléfonos.

**INFORMACIÓN DE DISCRIMINACIÓN EN LA VIVIENDA**  
Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda

**Instrucciones:** (Use letra de imprenta o páselo a máquina): Lea este formulario cuidadosamente. Trate de responder todas las preguntas. Si no sabe la respuesta o si una pregunta no aplica a su caso, deje el espacio en blanco. Usted tiene un año para presentar una queja a partir de la fecha en la que ocurrió la presunta discriminación. El formulario debe ser firmado y fechado.

Nombre \_\_\_\_\_

Dirección \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código Postal \_\_\_\_\_

Mejor hora para llamarle \_\_\_\_\_ Teléfono en el día \_\_\_\_\_ Teléfono en la noche \_\_\_\_\_

**¿A quién más podemos llamar en caso de que no podamos comunicarnos?**

Nombre del contacto \_\_\_\_\_ Mejor hora para llamarle \_\_\_\_\_

Teléfono durante el día \_\_\_\_\_ Teléfono en la noche \_\_\_\_\_

Nombre del contacto \_\_\_\_\_ Mejor hora para llamarle \_\_\_\_\_

Teléfono durante el día \_\_\_\_\_ Teléfono en la noche \_\_\_\_\_

**1** ¿Qué le sucedió?

¿Cómo se discriminó en su contra?

Por ejemplo: ¿Se le negó la oportunidad de rentar o comprar una vivienda?. ¿Se le negó un préstamo?. ¿Se le dijo -falsamente- que no había vivienda disponible?. ¿Se le trató de manera diferente a otras personas que también buscaban vivienda?. **Describa brevemente lo que ocurrió.**

# INFORMACIÓN DE DISCRIMINACIÓN EN LA VIVIENDA

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda

**2** ¿Por qué cree que ha sido víctima de discriminación en la vivienda?

Se debe a su:

¿Raza? . ¿Color? . ¿Religión? . ¿Sexo? . ¿Origen nacional? . ¿Condición familiar? (familias con niños menores de 18 años) . ¿Impedimento físico o mental?

Por ejemplo: ¿Le negaron vivienda debido a su raza? . ¿Le negaron un préstamo hipotecario debido a su religión? . O ¿Se le negó un apartamento porque tiene niños? .

Explique brevemente por qué piensa que le han negado su derecho a la vivienda y encierre en un círculo el factor o los factores que figuran en la lista anterior que en su opinión se aplican a su caso.

¿Quién cree usted que discriminó en su contra?

Por ejemplo: ¿Fue un arrendador? . ¿Un propietario de una vivienda? . ¿Un banco? . ¿Un agente de bienes raíces? . ¿Un intermediario? . ¿Una compañía? . o ¿una organización? .

Identifique a la persona que usted cree discriminó en su contra.

Nombre \_\_\_\_\_

Dirección \_\_\_\_\_

**4** ¿Dónde ocurrió el presunto acto de discriminación?

Por ejemplo: ¿Fue en un apartamento para la renta? . ¿En una vivienda unifamiliar? . ¿En una vivienda subsidiada? . ¿Una residencia móvil? . ¿Ocurrió en un banco o en una institución de crédito? .

Escribir la dirección.

Dirección \_\_\_\_\_

Ciudad \_\_\_\_\_

Estado \_\_\_\_\_

Código Postal \_\_\_\_\_

**5** ¿Cuándo ocurrió este último acto de discriminación?

Escriba la fecha

\_\_\_/\_\_\_/\_\_\_

Diga si aún continúa la presunta discriminación.

Si \_\_\_\_\_ No \_\_\_\_\_

Firma \_\_\_\_\_

Techa \_\_\_\_\_

Envíe este formulario al Departamento de Vivienda y Desarrollo Urbano (HUD) o la agencia encargada de la Vivienda justa más cercana a Usted. Si por alguna razón usted no puede completar este formulario, llame a esa oficina directamente. Consulte la lista de teléfonos y direcciones en la última página.

**OFICINAS A LAS CUALES PUEDE ENVIAR  
SU FORMULARIO O LLAMAR A PREGUNTAR  
ACERCA DE SU RECLAMO...**

**Para Connecticut, Maine, Massachussets, New Hampshire, Rhode Island y Vermont:**

**NEW ENGLAND OFFICE (Complaints\_office\_01@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
Thomas P. O'Neill Jr. Federal Building  
10 Causeway Street, Room 321  
Boston, MA 022092  
Teléfono (617) 994-8320 o 1-800-827-5005  
Fax (617) 565-7313 \* TTY (617) 565-5453

**Para Nueva Jersey y Nueva York:**

**NEW YORK/NEW JERSEY OFFICE (Complaints\_office\_02@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
26 Federal Plaza, Room 3532  
New York, NY 10278-0068  
Teléfono (212) 264-1290 o 1-800-496-4294  
Fax (212) 264-9829 \* TTY (212) 264-0927

**Para Delaware, Distrito de Columbia, Maryland, Pensilvania, Virginia y Virginia Occidental:**

**MID-ATLANTIC OFFICE (Complaints\_office\_03@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
The Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107  
Teléfono (215) 656-0663 o 1-888-799-2085  
Fax (215) 656-3419 \* TTY (215) 656-3450

**Para Alabama, el Caribe, Florida, Georgia, Kentucky, Mississippi, Carolina del Norte, Carolina del Sur y Tennessee:**

**SOUTHEAST/CARIBBEAN OFFICE (Complaints\_office\_04@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
Five Points Plaza  
40 Marietta Street, 16th Floor  
Atlanta, GA 30303-2808  
Teléfono (404) 331-5140 o 1-800-440-8091  
Fax (404) 331-1021 \* TTY (404) 730-2654

**Para Illinois, Indiana, Michigan, Minnesota, Ohio y Wisconsin:**

**MIDWEST OFFICE (Complaints\_office\_05@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
Ralph H. Metcalfe Federal Building  
77 West Jackson Boulevard, Room 2101  
Chicago, IL 60604-3507  
Teléfono (312) 353-7776 o 1-800-765-9372  
Fax (312) 886-2837 \* TTY (312) 353-7143

**Para Arkansas, Luisiana, Nuevo México, Oklahoma y Texas:**

**SOUTHWEST OFFICE (Complaints\_office\_06@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
801 North Cherry, 27th Floor  
Fort Worth, TX 76102  
Teléfono (817) 978-5900 o 1-888-560-8913  
Fax (817) 978-5876/5851 \* TTY (817) 978-5595

**Para Iowa, Kansas, Misuri y Nebraska:**

**GREAT PLAINS OFFICE (Complaints\_office\_07@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
Gateway Tower II  
400 State Avenue, Room 200, 4th Floor  
Kansas City, KS 66101-2406  
Teléfono (913) 551-6958 o 1-800-743-5323  
Fax (913) 551-6856 \* TTY (913) 551-6972

**Para Colorado, Montana, Dakota del Norte, Dakota del Sur, Utah y Wyoming:**

**ROCKY MOUNTAINS OFFICE (Complaints\_office\_08@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
1670 Broadway  
Denver, CO 80202-4801  
Teléfono (303) 672-5437 o 1-800-877-7353  
Fax (303) 672-5026 \* TTY (303) 672-5248

**Para Arizona, California, Hawaii y Nevada:**

**PACIFIC AND HAWAII OFFICE (Complaints\_office\_09@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
600 Harrison Street, Third Floor  
San Francisco, CA 94107-1300  
Teléfono (415) 489-6524 o 1-800-347-3739  
Fax (415) 489-6558 \* TTY (415) 489-6564

**Para Alaska, Idaho, Oregon y el estado de Washington:**

**NORTHWEST AND ALASKA OFFICE (Complaints\_office\_10@hud.gov)**  
Fair Housing Hub  
U.S. Department of Housing and Urban Development  
Seattle Federal Office Building  
909 First Avenue, Room 205  
Seattle, WA 98104-1000  
Teléfono (206) 220-5170 o 1-800-877-0246  
Fax (206) 220-5447 \* TTY (206) 220-5185

**Si después de entrar en contacto con la oficina regional más cercana a usted aún tiene dudas, puede comunicarse con HUD en la siguiente dirección:**

U.S. Department of Housing and Human Development  
Office of Fair Housing and Equal Opportunity  
451 7th Street, S.W., Room 5204  
Washington, DC 20410-2000  
Teléfono (202) 708-0836 o 1-800-669-9777  
Fax (202) 708-1425 \* TTY 1-800-927-9275

**Para remitir su queja electrónicamente,  
visite [www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COLOQUE  
LA ESTAM-  
PILLA  
AQUI

ENVIAR A:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Se calcula que el tiempo para llenar este formulario es de 20 minutos por respuesta, incluyendo el tiempo para revisar las instrucciones, buscar fuentes de información, reunir y mantener la información necesaria, así como completar y revisar la información recolectada.

El Departamento de Vivienda y Desarrollo Urbano está autorizado para recabar esta información mediante el Título VIII de la Ley de Derechos Civiles de 1968, enmendada por la Ley de Vivienda Justa de 1988, (P.L. 100-430); el Título VI de la Ley de Derechos Civiles de 1964 (P.L. 88-352); la Sección 504 de la Ley de Rehabilitación de 1973 (enmendada) (P.L. 93-112); la Sección 109 del Título I de la Ley de Vivienda y Desarrollo Comunitario de 1974 (enmendada) (P.L. 97-35); la Ley de Estadounidenses con Incapacidades de 1990 (P.L. 101-336) y por la Ley de Discriminación en razón de Edad de 1975 (enmendada) (42 U.S.C. 6103).

La información será utilizada para investigar y para procesar quejas de discriminación en la vivienda. La información podría ser suministrada al Departamento de Justicia de los Estados Unidos a fin de que sea utilizada en la presentación de demandas por discriminación en la vivienda, o en el enjuiciamiento de la persona o personas que cometieron el acto de discriminación donde haya habido violencia; y a organismos locales o estatales que administran leyes sustancialmente equivalentes de Vivienda Justa para el procesamiento de quejas. El no proporcionar parte o toda la información solicitada podría resultar en un atraso o en la negativa del Departamento de Vivienda y Desarrollo Urbano (HUD) a brindarle ayuda.

La divulgación de esta información es voluntaria.



**SUMMARY OF CIVIL RIGHTS LAWS, EXECUTIVE ORDERS, AND REGULATIONS  
(Applicable to construction)**

CDBG grantees must ensure all project activities will be administered in compliance with all civil rights laws and regulations. The following are summaries of those parts of the civil rights laws and regulations applicable to CDBG activities.

**Title VI of the Civil Rights Act of 1964** provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Section 109, Housing and Community Development (HCD) Act of 1974**, as amended, provides that no person in the United States shall, on the grounds of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under Title I of the Housing and Community Development Act of 1974.

**Section 504 of the Rehabilitation Act of 1973**, as amended, provides for nondiscrimination of an otherwise qualified individual solely on the basis of his/her handicap in benefiting from any program or activity receiving federal financial assistance. All recipients must certify to compliance with all provisions of this Section.

**Age Discrimination Act of 1975.** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or subjected to discrimination under, any program or activity receiving federal financial assistance.

**Fair Housing Amendments of 1988** added handicapped (disabled) individuals and families with children to the list of protected status categories.

**Executive Order 11063**, as amended, directs all departments and agencies to take all action necessary and appropriate to prevent discrimination in housing and related facilities owned or operated by the federal government or provided with federal financial assistance and in the lending practices with respect to residential property and related facilities (including land to be developed for residential use) of lending institutions, insofar as such practices relate to loans insured or guaranteed by the federal government.

**Kansas Act Against Discrimination.** It is a policy of the State of Kansas that requires all employers, labor organizations, employment agencies, realtors, financial institutions, or other persons covered by this Act to assure equal opportunities and encourage every citizen regardless of race, religion, color, sex, age, physical disability, national origin, or ancestry, to secure and hold – without discrimination, segregation, or separation – employment in any field of work or labor for which they are properly qualified, the opportunity for full and equal public accommodations, and to assure full and equal opportunities in housing.

**Section 3 of the Housing and Urban Development Act of 1968**, as amended, provides that, to the greatest extent feasible, opportunities for training and employment shall be given to recipients of public housing and lower income residents of the unit of local government or the metropolitan area (or non-metropolitan county) in which the project is located, contract work in connection with such projects shall be awarded to business concerns which are owned in substantial part by persons residing in the same metropolitan area (or non-metropolitan county) as the project, employ Section 3 residents in full-time positions, or subcontract with businesses which provide economic opportunities to lower income persons.

**Executive Order 11246**, as amended, provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in any phase of employment during the performance of federal or federally-assisted construction contracts in excess of \$10,000. The following civil rights requirements also apply to NSP grantee performance: grantees shall comply with Executive Order 11246, as amended by Executive Order 12086, and the regulations issued pursuant thereto (41 CFR Chapter 60) which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally-assisted construction contracts. As specified in Executive Order 11246 and the implementing regulations, contractors and subcontractors on federal or federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion or transfer, recruitment or retirement advertising, layoff or termination, rates of pay, or other forms of compensation and selection or training and apprenticeship.

**Section 503 of the Rehabilitation Act of 1973**, as amended, provides for the nondiscrimination in contractor employment. All recipients of federal funds must certify to the following through all contracts issued:

#### Affirmative Action for Handicapped Workers

1. The contractor will not discriminate against any employee in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to make affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships.
2. The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
3. In the event of the contractor's noncompliance with the requirements of this clause, action for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

4. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in the form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
5. The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
6. The contractor will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontractor or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

**Section 912 of the Cranston-Gonzales National Affordable Housing Act**, as amended, Section 109 (a) of the HCD Act to prohibit discrimination on the basis of religion.

**SAMPLE  
CIVIL RIGHTS/FAIR HOUSING POLICY**

We, the County/City Commissioners of \_\_\_\_\_ adopt the following procedures for handling a civil rights/fair housing complaint(s) within our City/County.

- 1) The County/City Clerk shall receive all complaints within his/her office and the complaint shall then be formally introduced to the County/City Commission at the next regularly scheduled meeting.
- 2) We, the County/City Commissioners shall try to assist in resolving the conflict between the parties involved. If a resolution of the problem cannot be reached, then we will forward the complaint to the proper authorities.
- 3) Fair housing discrimination complaints will be submitted to HUD by phone, letter, and/or a HUD-903 form. All such complaints will be submitted to HUD at:

Department of Housing and Urban Development  
Kansas City Regional Office  
Office of Fair Housing & Equal Opportunity  
Gateway Tower II - 400 State Avenue  
Kansas City, KS 66101

or by calling the Housing Discrimination Complaint HOTLINE 1-800-669-9777.

- 4) In the event of a civil rights complaint, we agree to also contact the following agencies:

Kansas Human Rights Commission  
900 Jackson Street - 8th Floor  
Topeka, KS 66612  
(785) 296-3206

Kansas Department of Commerce  
1000 S.W. Jackson Street, Suite 100  
Topeka, KS 66612-1354  
(785) 296-3004

We do hereby adopt these procedures in resolving any civil rights/fair housing complaints.

---

Chairman/Mayor

(SEAL)

---

County/City Clerk

**SAMPLE – Section 3  
NOTICE TO CITIZENS IN THE CITY/COUNTY OF \_\_\_\_\_**

**OPPORTUNITY FOR WORK**

The City/County of \_\_\_\_\_ has received a \$ \_\_\_\_\_  
Neighborhood Stabilization Program allocation from the Kansas Department of Commerce to  
\_\_\_\_\_ in the City/County of \_\_\_\_\_  
type of project

This grant will provide the City/County of \_\_\_\_\_ the opportunity to search for eligible local citizens interested in participating in the project. Section 3 of the Housing and Urban Development Act of 1968, as amended through 1994, provides that to the greatest extent feasible, preference for economic opportunities will be given to citizens in \_\_\_\_\_ . City/County who are determined to be low- to moderate- income individuals. A low- to moderate-income individual can be calculated by documenting household income of less than 80 percent of the county median income. Opportunities such as job training and employment that arise through this Community Development Block Grant project will be directed toward City/County residents. Contractors can be eligible for a Section 3 contract as awarded in connection with CDBG projects if they meet one of the following definitions:

- Business is owned by 51 percent or more Section 3 residents;
- Business employs Section 3 residents in full-time positions;
- Businesses who subcontracts with other businesses that provide economic opportunity to Section 3 residents.

Section 3 requirements apply to the City/County as a grantee, if the award to the grantee is over \$200,000, and to all contractors and subcontracts over \$100,000 if the \$200,000 threshold is met.

If you wish to determine if you qualify, have an interest in job training or have an interest in serving as a subcontractor for this project, please contact (Name), (Address), (Phone number).

NOTICE OF FAIR HOUSING/CIVIL RIGHTS CONTACT PERSON

TO: \_\_\_\_\_  
(Your Field Representative)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: THIS FORM IS TO BE SUBMITTED WITH FIRST QUARTERLY PROGRESS REPORT.

DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
(Grantee)  
\_\_\_\_\_  
(Grant Number)

1. List all grants received in the past three years and the fair housing activity completed for each grant:

Grant Year: \_\_\_\_\_  
Type of Grant: \_\_\_\_\_  
Activity: \_\_\_\_\_  
Closed  Yes  No

2. List activity proposed for first year of this grant:  
\_\_\_\_\_

3. The local city/county contact person designated to handle any fair housing/civil rights complaint is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

4. Does the grantee have more than 15 employees? If so, who is the Section 504 Coordinator?

Name: \_\_\_\_\_ Title: \_\_\_\_\_